

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, MAY 27, 2010**

**MINUTES**

Present: Tom Callahan (Chair), Michael Allison, Phil Barry, Harry Birkenruth, and Matt Hart

Staff: Cynthia van Zelm

Guest: Howard Kaufman and Macon Toledano of LeylandAlliance

**1. Call to Order**

Chair Tom Callahan called the meeting to order at 3:12 pm.

**2. Approval of Minutes from March 25, 2010**

Phil Barry made a motion to approve the April 22, 2010 minutes. Harry Birkenruth seconded the motion. The motion was approved unanimously.

**3. Review of March 31, 2010 Financials**

After discussion, Mr. Callahan made a motion to approve the March 31, 2010 financials. Mr. Birkenruth seconded the motion. The motion was approved unanimously.

Phil Barry made a motion to go into executive session to review and discuss commercial and financial information provided in confidence by Storrs Center Alliance – CGS 1-200 (6), 1-210(b)(5)(B).

Harry Birkenruth seconded the motion.

The motion was approved unanimously.

**4. Executive Session – Review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance**

Present: Committee members Mr. Allison, Mr. Barry, Mr. Birkenruth, Mr. Callahan, and Mr. Hart.

Also Present: Mr. Kaufman, Mr. Toledano and Ms. van Zelm

## **5. Old Business – Review of Budget and Personnel**

Mr. Hart said the Town has not come to agreement with the unions on any wage increase. He reminded the Committee that a wage freeze was in effect for all employees until June 30, 2010.

Mr. Callahan recommended that the fund balance be used to fund an addition in fringe benefits and salary for this coming fiscal year. He said it is important to plan for next year's budget as the funding of the benefits is coming from fund balance. Mr. Callahan asked Ms. van Zelm to prepare information showing this year's salary and health benefits cost with the proposed increase for the fiscal year that begins July 1, 2010.

## **6. Update on Four Corners Sewer and Water Advisory Committee**

Ms. van Zelm said the Four Corners Sewer and Water Advisory Committee is meeting with the Partnership's Planning and Design Committee on June 15 to review and discuss the Four Corners draft design guidelines.

Ms. van Zelm said the Four Corners Sewer and Water Advisory Committee will meet on June 1 with a potential town meeting to approve funding for the design of the water and sewer system on June 28.

## **7. Adjourn**

The meeting adjourned at 5:45 pm.

*Minutes taken by Cynthia van Zelm*